



Regional Societies Toolkit

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Welcome to your Toolkit

IFoA Regional Societies play an important part in connecting with members, disseminating knowledge and information that supports members and contributes to promoting and raising awareness of the profession. In turn, the IFoA wants to support these activities as much as possible, hence this toolkit.

The way many of us work has changed significantly since the pandemic, and the information in this toolkit is designed to reflect this. It is intended for established Regional Societies and to highlight the materials and information that is available to them.

Regional Societies evolve and change, so if you see something contained within that should be updated, please contact [Regional Engagement](#) and one of the Engagement Team will be respond.

Visit the [Institute and Faculty of Actuaries' \(IFoA's\) website](#) for information about where Regional Societies are based.

What is a Regional Society?

A Regional Society is a group of members who have come together either virtually or in person and who have a common interest in providing a regional or cultural hub for actuarial development, both professionally and socially, with the support and encouragement of the Institute and Faculty of Actuaries.

Regional Society - numbers

There is no optimal number of members for a Regional Society, but as a minimum, for a Regional Society to be functional, we would suggest no less than 20 members as a starting point, with the expectation that this will increase in time. If members drop below this number, the Engagement Team is on hand to assist, but please note if a society continues to operate with less than 20 members, the IFoA reserve the right to cease to offer support, including the subsidy.

All Regional Societies should have a management committee consisting of at least 3 members:

- Chair
- Secretary
- Treasurer

Many Regional Societies have more committee members than those listed above.



1 Engaging with and supporting Regional Societies

1.1 Your IFoA Executive contact

The Engagement Team are part of the Communities Engagement team, which in turn sit within the Engagement and Learning Directorate. The Engagement Team are dedicated to supporting volunteers in all areas of their IFoA journey and are responsible for working with Regional Societies.

Please contact [Regional Engagement](#) if you would like to discuss any aspect of your Regional Society.

If you are dissatisfied with any aspect of the service you receive from the Engagement Team, please contact [Terri Myers](#) Communities Engagement Manager.

We really appreciate the support of the IFoA with the website, guidance and regular calls keeping us in touch both with the latest topics and giving the opportunity to share experiences of other Regional Societies, with the annual subsidy, and as a friendly and helpful point of contact when we have questions.

Alexander Summers, Zurich Actuarial Society

1.1.1 Bi-monthly engagement meetings

We recommend that each Regional Society appoints *at least* one member of their committee to act as a Regional Key Contact (RKC) and to be the liaison point for effective communication between your Society and the IFoA. Having a dedicated RKC supports effective communication between the IFoA and Regional Societies.

These individuals will be appointed as an IFoA volunteer and will be invited to participate in the following:

- two way open communication direct to the IFoA
- bimonthly engagement meetings to share best practice
- subsidy entitlement and associated guidance
- providing updates to your IFoA website page.

All Regional Key Contacts are invited to join an online meeting every other month.

An IFoA news update is sent to all RKC's in the month when there are no meetings. Given this, please inform us of any changes to the RKC, to enable us to keep your society up to date and informed.

1.1.2 Your IFoA Regional Society webpage

All Regional Societies have the opportunity to use the IFoA website to advertise information about their group, to help raise awareness and encourage members to get involved.

To update your webpage, please contact [Regional Engagement](#).

1.1.3 Recruiting new committee members

If you are finding it difficult to recruit new committee members, the Engagement Team will be delighted to support you.

We can advertise your vacancy on the volunteer vacancies page of the IFoA website. By promoting your vacancy in this way, it will allow you to reach out to a wider audience and you can also share the advert with your Regional Society membership.

We would also suggest that you use the [IFoA communities](#) platform to recruit new members.

If you would like to find out more, please contact the [Engagement Team](#) who will be pleased to discuss this with you and can draft an advert for you to approve.

View the [Volunteer Vacancies](#) to see how we promote roles and opportunities.

2 The Virtual Learning Environment and Actuarial Knowledge Hub



The IFoA's Virtual Learning Environment (VLE), contains many learning resources which can be used in the running of regional events, including videos, event papers and professional skills resources. Content on the VLE is arranged into categories to browse, such as [Events and CPD](#), the [Professional Skills Hub](#), and [Career Long Learning](#).

Alternatively, the VLE library can be searched using keywords or filtered by practice/interest area and year of publish. The VLE library can be searched [here](#).

New content, such as the latest IFoA event recordings, is added regularly to the VLE library, [click here to see the latest content available on the VLE](#). All content can be rated, shared and added to a favourites list from the content page.

Support with the VLE can be accessed by emailing the VLE team: vle.admin@actuaries.org.uk

The Actuarial Knowledge Hub

The information available in the IFoA's Knowledge Hub, and via the Library services, may be helpful for planning the topics you would like to cover at your events.

The Actuarial Knowledge Hub is a gateway thousands of papers, journals and articles, and hundreds of eBooks, at the cutting edge of actuarial research. To access these in full, IFoA members can [log in](#) using their user credentials.

The IFoA also supports the research process by providing members with access to an extensive range of [Library services](#).

2.1 Professional Skills Toolkit

The IFoA have developed a toolkit to help guide you in running your own professional skills events. This toolkit is packed full of suggestions and guidance for using the online material. You'll find things like:

- suggested course outline
- links to video content
- discussion points
- how to get a discussion started
- quizzes
- mini case studies
- template presentation

You can access the Toolkit from the [Professional Skills Hub](#) or alternatively email the [Professional Skills team](#) if you would like to receive the most recent version.

For more information on Professional Skills training, go [here](#).

3 The annual IFoA member subsidy

As part of the on-going support that the IFoA provides to the Regional Societies, each recognised member led group is entitled to claim a £5 subsidy per **IFoA member** per year.

The subsidy is available to Regional Societies in their capacity as an actuarial society for the purposes of creating educational/learning events and other activities in line with the IFoA's **Royal Charter objectives**.

NB: Purely social activities are specifically excluded from activities for which the subsidy can be used.

3.1 Who qualifies for the subsidy?

Only IFoA members with current membership status will be counted towards the annual entitlement for each Regional Society.

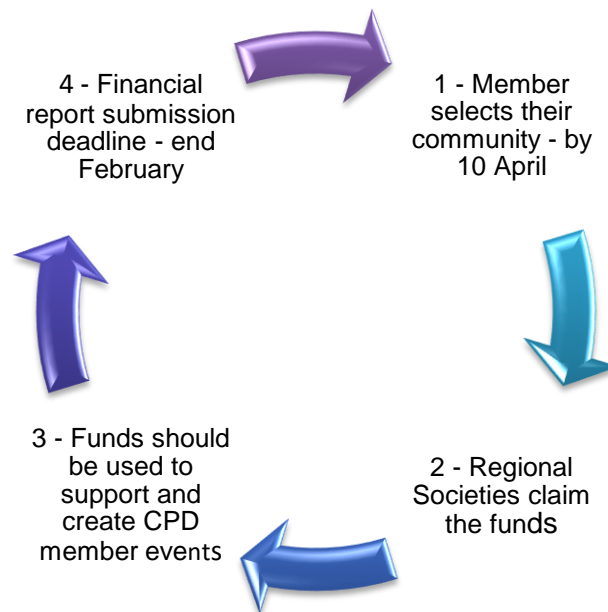
3.2 What does the member need to do?

Members can nominate the Regional Society they are engaged with, by logging into their IFoA online account, and selecting from the drop down menu on the 'Contact Preferences' page.

You may want to remind members, before the subsidy deadline date (10th April) to actively "join" your Regional Society, by taking the steps above.

3.3 How does it work?

All recognised Regional Societies are entitled to claim the subsidy of £5 per head, per IFoA member. The below cycle represents the annual deadlines.



NB please note that events focusing on career long learning are also included in subsidy eligibility

Below is a breakdown of each stage in the annual cycle.

Stage 1 - Member selects their Society - by 10 April

- members are required to select the Regional Society that they are actively engaged with, by the annual cut-off date of 10 April
- this selection can be changed at any time by the member but will only be counted towards the subsidy entitlement at the annual cut-off date.

Stage 2 - Regional Societies claim the funds

- following the annual cut-off date Regional Societies will receive an email confirming the entitlement amount for that year
- Regional Societies must use the claim form to request subsidy funds
- the funds will be transferred to a bank account, which has been set up in the name of the Regional Society.

Please contact [Regional Engagement](#) for a claim form, and/or if you have any queries about the subsidy process or your society does not have a bank account.

NB: Funds will not be paid into a private bank account, and claims will not be processed until all requirements have been met from the previous year.

Stage 3 - Funds should be used to support and create *CPD member events

Subsidy funds must only be used for the following purposes, which must be linked to running a CPD content or career long learning member event:

- event speaker costs (travel and accommodation expenses)
- hire of a room to host a technical or Professional Skills CPD content event
- refreshments at an above described event (which may include alcoholic beverages)
- merchandise or promotion of an above described event
- career long learning events

Regional Societies must retain original receipts and keep records of their expenditure and are required to submit a financial report by the end of February each year.

*For much more information on CPD go [here](#)

Stage 4 - Financial report submission deadline - end of February

- all Regional Societies that have received subsidy funds from the IFoA are required to submit an end of year financial record, accompanied by original receipts for expenditure.
- any funds that have not been used in the year that they were claimed, will automatically be deducted from the subsequent year's subsidy.

4 Running Regional Events

4.1 Choosing a topic

There is a lot of material accessible via the 'My Learning Environment', which you can access by logging in as a member through the IFoA website. This accesses the Virtual Learning Environment and signposts members to IFoA communities, which is a hugely useful tool in for Regional Societies in terms of contacting members, publicising events, and starting discussions.

See section 2. for information on the Virtual Learning Environment.

Also take a look at our [Lifelong Learning pages](#), where you'll find more information that might also be of interest to your members.

4.2 Finding a speaker

Do think about contacting other Regional Societies to see if they have found a good speaker.

- Look at the [IFoA website](#) for speaker ideas.
- Chairs/members of IFoA boards/committees/working parties are often very willing to present
- IFoA staff are always willing to speak at Regional Society meetings

If you want a speaker on a particular topic, contact [Regional Engagement](#) who will be happy to assist with this.

Working parties

Working parties are often a good source of speakers/topics for Regional Society meetings.

Actuaries Rock is pretty self-sufficient, and benefits from the IFoA support in meeting other Regional Societies and finding speakers. For example, the IFoA brokered a meeting between an actuary we were keen to hear from but didn't have contact details for.

Kathryn Morgan, Actuaries Rock Regional Society

4.3 Events

The delivery method of events is changing. Most groups hold virtual events, although face to face sessions are still popular and offer excellent networking opportunities.

If London is an accessible location, Staple Inn is available to hire, at a reduced rate, for Regional Societies.

For information about booking Staple Inn, contact [Facilities Helpdesk London](#).

Do use the [events from related organisations](#) listing on the IFoA website to publicise your events. This is a great way to showcase your activity.

Thousands of members are now logging on to the

Some societies have a committee role dedicated to events organisation. If your society holds multiple events, either online or face to face or has a lot of student members, this may be something to consider.

Post-pandemic, LMAG hold 95%+ of all events in-person at Lloyd's of London. We use an external AV company to live-stream and record these.

Cian Creedon, LMAG

5 Communicating with the members of your Regional Society

You will know what works best for your members, but if you are interested in finding out what is working well for other groups, you might want to think about raising this as a topic for discussion at the bi monthly engagement meeting.

Contact [Regional Engagement](#) to raise any topics for group discussion.

Here are some options:

- [*IFoA communities](#) – see below (6) for more information
- a central newsletter e.g., sent by the Regional Society committee
- an online tool such as Mail Chimp. You can find this information [here](#).
- online platforms such as LinkedIn
- WhatsApp

*This is a member benefit, so if your society includes non-members, ensure that information disseminate elsewhere e.g., LinkedIn/newsletter etc

It is up to Regional Societies to ensure that they comply with current GDPR legislation.

6 IFoA communities



IFoA communities offers an exciting opportunity to connect globally, discuss emerging topics, learn from experts, meet like-minded individuals, and collaborate in a more organic, easy to navigate environment. It's led by members for members.

- Keep IFoA members up-to-date with your regional activities
- Keep informed of other activities across the IFoA
- Gain insight from IFoA members by creating discussion within forums and/or use simple polling
- Promote your activities, webinars and sessionals
- Signpost to interesting articles and content
- For more information or assistance, contact our [Digital Communities Manager](#)

7 Useful links

- [Buddy System](#)
- [CPD general information](#)
- [IFoA communities](#)
- [Professional Support Service](#)
- [Reflective Practice Discussions](#)
- [Volunteer Information Pack](#)

8 Finally

Regional Societies provide a real service, bringing members together, either virtually or face to face to refresh their knowledge and expertise, as well as offering the opportunity to network with fellow professionals.

The team at IFoA would like to thank you for providing this service to members, which proved such a bonus to many, particularly during the pandemic and its aftermath.

Two years on, Regional Societies continue to develop and grow, making an impact, both in the UK and internationally.